

## Application Checklist

If applicable, copy of Indiana sales tax license or copy of application for the 2016 Sales Tax ID Number; Check payable to City of Crown Point; Did you register for your Health Department Permit-if needed?; Do you have your sign and 10x10 tent ready?

Mail Applications with Payment To:  
The City Of Crown Point  
Mayor's Office of Special Events  
Attn: Farmers Market  
11065 Broadway, Suite F  
Crown Point, IN 46307

For further information, call the  
Mayor's Office of Special Events at  
219-662-3290  
Hours: Mon thru Fri.  
8:30 a.m.-4:30 p.m.

We are looking forward to a  
successful 2016 Season with you!



# Farmers Market

## *2016 Application*

Farmers Market will  
start on Saturday  
June 4, 2016 to  
September 24, 2016

Market Takes Place Rain or  
Shine; however not in extreme  
weather

8 a.m. to 1 p.m.

Vendor Set-Up begins at 7am no earlier!  
Vendor Tear Down is from 1 p.m. to 1:30pm  
\*Road Opens at 1:30pm

Current Location  
TBD

### MARKET OPERATING RULES

A grower or producer is any person offering for sale articles for human consumption, such as fruits, vegetables, syrups, edible grains, nuts & berries, maple sugar, apiary products and/or non-edible articles, such as cut or potted flowers which have been grown or prepared by the grower or producer. Sale of any type of meat, dairy or certified eggs is allowed in accordance with the Lake County Health Dept. rules and regulations. A farmer may co-venture with other farmers on the products they bring to the market.

Varieties of other homemade goods or products related to the home, kitchen, outdoors are allowed at the market.

However in doing our due diligence to our established vendors; priority on space reservations will be granted to established vendors from the past year.

Past vendors will be grandfathered in each year for space consideration. **Exclusivity on products is NOT guaranteed.**

The Market Master, City of Crown Point, has the ultimate authority on vendor placement and reserves the right to refuse any applicant-at any time.

### ENFORCEMENT OF RULES

**Occupants of spaces at this Market must at all times conform to the Market Rules and all points in the application. The Market Master has full authority to enforce all rules and any occupants failing to comply may have their space declared vacant at the discretion of the Market Master.**

### HOURS OF OPERATION

**The hours for the Market are 8:00 a.m. to 1:00 p.m.**

All vehicles must be in place no later than 7:45 a.m.

Only pedestrian traffic will be allowed in the Market area after this time. **A producer failing to arrive by 7:45 a.m. will forfeit his/her space for the day. The Market Master has power to override this in emergency cases. No profane language, violence verbal or physical threats will be tolerated.**

### DISPLAYING & SELLING GOODS

Producers must furnish their own tables, chairs, or other display arrangements. In case of rain, producers must furnish their own protection, a 10x10 pop-up tent works best. All refuse must be removed at the close of the Market each week; uses of city waste receptacles are solely for the attendees.

### SPACE RENTAL FEES

**SEASONAL SPACE - \$240.75 PER SEASON, this price includes tax.**

Assigned & Reserved. One (1) Market stall (a 10x10 space) may be rented by any one producer. The space runs about a parking space and ¼ for visual purposes. Additional spaces are \$240.75 each per season.

**EARLY REGISTRATION SEASONAL SPACE - \$214.00 PER SEASON, this price includes tax.**

Assigned & Reserved. One (1) Market stall (a 10x10 space) may be rented by any one producer. The space runs about a parking space and ¼ for visual purposes. This rate is reserved for applications received by January 31, 2016.

**MONTHLY SPACE- \$75.00 INCLUDES 4 CONSECUTIVE SATURDAYS**

Assigned & Reserved. One (1) Market stall may be rented by any one producer. Additional spaces are \$75 PER month. Monthly vendors are not guaranteed any permanent vending spot. The Market Master will position them each week.

**WEEKLY SPACE - \$32.10 EACH SATURDAY**

Assigned & Reserved. One (1) Market stall may be rented by any one producer. Additional spaces are \$32.10 each per week. Weekly vendors are not guaranteed any permanent vending spot. The Market Master will position them each week.

**All fees collected will be used to advertise, run and promote the Farmers Market. Any additional proceeds will be used towards future special events.**

**NO CALL/NO SHOW PENALTIES – 1<sup>st</sup> offense is a \$25.00 fee, 2<sup>nd</sup> offense is a \$50 fee and 3<sup>rd</sup> offense is a \$100.00 fee. You must notify the office of Special Events by email or phone by the Thursday before the market. This WILL be enforced.**

**METHOD OF PAYMENT** - Checks should be made payable to The City of Crown Point. Total payment, in check form, must accompany application. Weekly payment must be made no later than the Wednesday before the attended market. **NO EXCEPTIONS WILL BE MADE; AS PAYMENT WILL NOT BE TAKEN THERE**

### **NO CASH WILL BE TAKEN AT MARKET.**

Seasonal Permits are non-transferable and **NO REFUNDS WILL BE GIVEN.** Space will only be reserved after full payment is received. **If more applications are received than space allows, priority will be given to earliest registrants.**

**ALL SPACE RENTERS MUST HAVE THE FOLLOWING ON DISPLAY AT ALL TIMES:**

*IF APPLICABLE, COPY OF INDIANA SALES TAX NUMBER & CERTIFICATE. A SIGN NO LESS THAN 15" X 20" IN DIMENSION WITH BUSINESS NAME, ADDRESS, & PHONE NUMBER WRITTEN IN PROMINENT LETTERS. 2015 HEALTH DEPARTMENT PERMIT.*

### **2016 Official Application Farmers Market**

Name\_\_\_\_\_

Business Name:\_\_\_\_\_

Address\_\_\_\_\_

City\_\_\_\_\_St\_\_\_\_\_Zip\_\_\_\_\_

Phone for Market Day:\_\_\_\_\_

**EMAIL:**\_\_\_\_\_

### **List of Products**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Seasonal \$240.75\_\_\_\_\_

Early Registration Seasonal \$214.00\_\_\_\_\_

By the month \$75.00\_\_\_\_\_

By the Week \$32.10\_\_\_\_\_

I/We agree to hold harmless and indemnify the City of Crown Point, IN, or any person or board connected with the Farmer's Market from any/all liability/claims due to use or consumption of our products or due to damage and/or theft of my/our merchandise, goods, and wares kept upon premises designated by persons mentioned above. This agreement refers to any/all damage including, but not limited to; damage by heat, water, sun, rain, wind, cold, and vandalism and the like. All claims, suits, actions, debts, and costs, charges and expenses, or damages of any nature arising from any activities under this contract, including loss predicated on active or passive negligence of the City. Again, I understand that exclusivity on products is not guaranteed. I have read and accept the terms of this application.

**SIGNATURE:**\_\_\_\_\_